



Sharmel Lane - PQC <sharmel.lane@gsa.gov>

Fwd: Submitting an invoice

1 message

Sharmel Lane - PQC <sharmel.lane@gsa.gov>

Tue, May 15, 2018 at 7:23 PM

To: FW-CustomerSupport@gsa.gov

Cc: Stewart.Levy@ineight.com

Good evening,

Mr. Levy from InEight has expressed difficulty with submitting his invoice electronically; however it has been confirmed the contract exists in Pegasys. Can you please provide insight as to what the customer needs in order to successfully submit their invoice?

Thanks!!

Sent from my iPhone

Begin forwarded message:

From:

Stewart Levy<Stewart.Levy@ineight.com>

Date: May 15, 2018 at 9:49:59 AM EDT**To:** Sharmel Lane - PQC <sharmel.lane@gsa.gov>**Subject: RE: Submitting an invoice**

Sharmel,

The PO still does not show up so I can submit invoice electronically.

Stewart Levy

Sr Accountant

INEIGHT

9977 N. 90th St., Ste. 250 | Scottsdale, AZ 85258

o +1 480 776 2940 / f +1 866 832 4634

**From:** Sharmel Lane - PQC [<mailto:sharmel.lane@gsa.gov>]**Sent:** Friday, May 11, 2018 7:32 AM**To:** GSA Invoice Assistance <gsainvoiceassistance@gsa.gov>**Cc:** Stewart Levy <Stewart.Levy@ineight.com>**Subject:** Re: Submitting an invoice

Mr. Levy,

You are missing a digit when entering your contract data into the GSA Finance web portal. Please use EP-47PA0118C0003.

If you continue to experience difficulties, please let me know.

Sharmel R. Lane

Contracting Officer

General Services Administration | Office of Administrative Services

Office of Internal Acquisition | Acquisition Management and Policy Division

1800 F Street NW | Washington, DC 20405

Office: ~~202-208-7005~~ | Cell: (b)(6)

Notice: This communication is only for above named addressee(s). If you are not an intended recipient, please email sender and destroy original message and any attachments without copying or distributing.

On Fri, May 11, 2018 at 10:27 AM, GSA Invoice Assistance <gsainvoiceassistance@gsa.gov> wrote:

Good Morning Stewart,

I manage the GSA Invoice Assistance mailbox, which functions solely as an informational portal. I unfortunately can't access any of your GSA contractual documents nor do I work in Finance where payments are received and processed. The/your Contracting Officer is responsible for ensuring that the vendor receives payment.

Please respond directly to this email (using gsainvoiceassistance@gsa.gov) with the following additional information so that I may direct your issue to the appropriate individual that can assist in resolving your funding problem:

- ~ **Confirm the Vendor's/ Company's Name**
- ~ **GSA Contract Number (example: No.3 on the GSA 300 form)**
- ~ **GSA Contracting Officer's name and number**
- ~ **Invoice amount(s)**
- ~ **GSA Pegasys Document Number (example: No. 4 on the GSA 300 form)**

Thank You & Have a Great Day!!

On Thu, May 10, 2018 at 4:23 PM, Stewart Levy <Stewart.Levy@ineight.com> wrote:

I am trying to submit an invoice for PO EP-47A0118C0003 which was signed on 4/30/2018 by Sharmel Lane and it doesn't exist.

Stewart Levy

Sr Accountant

INEIGHT

10/12/2018

GSA.gov Mail - Fwd: Submitting an invoice

[9977 N. 90th St., Ste. 250 | Scottsdale, AZ 85258](#)

o +1 480 776 2940 / f +1 866 832 4634





Sharmel Lane - PQC <sharmel.lane@gsa.gov>

B Re: Submitting an invoice

4 messages

FW-Customer Support <fw-customersupport@gsa.gov>

To: Sharmel Lane - PQC <sharmel.lane@gsa.gov>

Cc: Stewart.Levy@ineight.com

Wed, May 16, 2018 at 10:56 AM

EP47PA0118C0003

I would advise Mr Levy to log into this user in WebVendor

FIRST NAME	LAST NAME	USER NAME	ADMIN USER	NOTIFICATION	VENDOR NAME	VENDOR CODE
Stewart	Levy	STEWARTILEVY	T	F	INEIGHT INC.	462970491

Once logged in select the Submit Invoice tab, and the search for All PO's, if he does not find the link for the EP47PA0118C0003, please take a screen shot and reply with that and the image of the invoice he would like to submit in this email chain. The Invoice should reflect the PDN# EP47PA0118C0003 and name INEIGHT INC..

GSA Web Vendor Application

HOME PAGE | PAYMENT SEARCH | **SUBMIT INVOICE** | VIEW INVOICE | HELP | ACCOUNT MANAGEMENT | LOGOFF

Web Vendor > Submit Invoice

Submit Invoice

Submit an electronic invoice for immediate processing. An electronic invoice will not need to be mailed, scanned and keyed and will eliminate days of processing delay. An electronic invoice can be keyed at the summary or detail level, and backup documentation can be attached.

All POs:
Selection of this option will provide a list of purchase orders that the user is allowed to submit invoice electronically.

Specific PO:
Selection of this option will allow the user to search for a specific purchase order by Pegasys Document number, Act number, Contract number or purchase order number.

PLEASE RESPOND ONLY TO FW-CUSTOMERSUPPORT@GSA.GOV . Please do not respond to our personal GSA email addresses.

Thank you,

Beth Burnett
Glenda Bernard

Customer Support Representatives
Financial Services Division
USDA - Office of the Chief Financial Officer
A Federal Shared Services Provider
800-676-3690

On Tue, May 15, 2018 at 6:23 PM, Sharmel Lane - PQC <sharmel.lane@gsa.gov> wrote:

Good evening,

Mr. Levy from InEight has expressed difficulty with submitting his invoice electronically; however it has been confirmed the contract exists in Pegasys. Can you please provide insight as to what the customer needs in order to successfully submit their invoice?

Thanks!!

Sent from my iPhone

Begin forwarded message:

From:

Stewart Levy<Stewart.Levy@ineight.com>

Date: May 15, 2018 at 9:49:59 AM EDT

To: Sharmel Lane - PQC <sharmel.lane@gsa.gov>

Subject: RE: Submitting an invoice

Sharmel,

The PO still does not show up so I can submit invoice electronically.

Stewart Levy

Sr Accountant

INEIGHT

9977 N. 90th St., Ste. 250 | Scottsdale, AZ 85258

o +1 480 776 2940 / f +1 866 832 4634



From: Sharmel Lane - PQC [<mailto:sharmel.lane@gsa.gov>]
Sent: Friday, May 11, 2018 7:32 AM
To: GSA Invoice Assistance <gsainvoiceassistance@gsa.gov>
Cc: Stewart Levy <Stewart.Levy@ineight.com>
Subject: Re: Submitting an invoice

Mr. Levy,

You are missing a digit when entering your contract data into the GSA Finance web portal. Please use EP-47PA0118C0003.

If you continue to experience difficulties, please let me know.

Sharmel R. Lane

Contracting Officer

General Services Administration | Office of Administrative Services

Office of Internal Acquisition | Acquisition Management and Policy Division

1800 F Street NW | Washington, DC 20405

Office: [202-208-7005](tel:202-208-7005) | Cell: (b)(6)

Notice: This communication is only for above named addressee(s). If you are not an intended recipient, please email sender and destroy original message and any attachments without copying or distributing.

On Fri, May 11, 2018 at 10:27 AM, GSA Invoice Assistance <gsainvoiceassistance@gsa.gov> wrote:

Good Morning Stewart,

I manage the GSA Invoice Assistance mailbox, which functions solely as an informational portal. I unfortunately can't access any of your GSA contractual documents nor do I work in Finance where payments are received and processed. The/ your Contracting

Officer is responsible for ensuring that the vendor receives payment.

Please respond directly to this email (using gsainvoiceassistance@gsa.gov) with the following additional information so that I may direct your issue to the appropriate individual that can assist in resolving your funding problem:

- ~ **Confirm the Vendor's/ Company's Name**
- ~ **GSA Contract Number (example: No.3 on the GSA 300 form)**
- ~ **GSA Contracting Officer's name and number**
- ~ **Invoice amount(s)**
- ~ **GSA Pegasys Document Number (example: No. 4 on the GSA 300 form)**

Thank You & Have a Great Day!!

On Thu, May 10, 2018 at 4:23 PM, Stewart Levy <Stewart.Levy@ineight.com> wrote:

I am trying to submit an invoice for PO EP-47A0118C0003 which was signed on 4/30/2018 by Sharmel Lane and it doesn't exist.

Stewart Levy

Sr Accountant

INEIGHT

9977 N. 90th St., Ste. 250 | Scottsdale, AZ 85258

o +1 480 776 2940 / f +1 866 832 4634



Web Vendor Basics.docx
838K

Sharmel Lane - PQC <sharmel.lane@gsa.gov>
To: FW-Customer Support <fw-customersupport@gsa.gov>
Cc: Stewart Levy <Stewart.Levy@ineight.com>

Thu, May 17, 2018 at 9:16 AM

FW-Customer Support - Thank you!

Mr. Levy - Please follow the instructions below to submit your invoice.

Sharmel R. Lane
Contracting Officer
General Services Administration | Office of Administrative Services
Office of Internal Acquisition | Acquisition Management and Policy Division
1800 F Street NW | Washington, DC 20405
Office: [202-208-7005](tel:202-208-7005) | Cell: (b)(6)

Notice: This communication is only for above named addressee(s). If you are not an intended recipient, please email sender and destroy original message and any attachments without copying or distributing.

[Quoted text hidden]

Stewart Levy <Stewart.Levy@ineight.com>

Thu, May 17, 2018 at 9:26 AM

To: Sharmel Lane - PQC <sharmel.lane@gsa.gov>, FW-Customer Support <fw-customersupport@gsa.gov>

I was able to submit the invoice yesterday.

Stewart Levy

Sr Accountant

INEIGHT

9977 N. 90th St., Ste. 250 | Scottsdale, AZ 85258

o +1 480 776 2940 / f +1 866 832 4634



From: Sharmel Lane - PQC [mailto:sharmel.lane@gsa.gov]

Sent: Thursday, May 17, 2018 6:16 AM

To: FW-Customer Support <fw-customersupport@gsa.gov>

Cc: Stewart Levy <Stewart.Levy@ineight.com>

Subject: Re: B Re: Submitting an invoice

[Quoted text hidden]

Sharmel Lane - PQC <sharmel.lane@gsa.gov>

Thu, May 17, 2018 at 9:28 AM

To: Stewart Levy <Stewart.Levy@ineight.com>

Cc: FW-Customer Support <fw-customersupport@gsa.gov>

Great, thanks for the confirmation!

Sharmel R. Lane

Contracting Officer

General Services Administration | Office of Administrative Services

Office of Internal Acquisition | Acquisition Management and Policy Division

1800 F Street NW | Washington, DC 20405

Office: [202-208-7005](tel:202-208-7005) | Cell: (b)(6)

Notice: This communication is only for above named addressee(s). If you are not an intended recipient, please email sender and destroy original message and any attachments without copying or distributing.

[Quoted text hidden]